SPOKANE INDIAN HOUSING AUTHORITY

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SIHA INDIAN HOUSING AUTHORITY
POSITION DESCRIPTION

Position Title: Homeownership Assistance Program and Finance Assistant
Department: Housing Programs
Supervisor: Homeownership Assistance Program Manager
Rate of Pay: $19.20 - $25.96
Reports To: Homeownership Assistance Program Manager
FLSA Status: Non-Exempt
Organization: Spokane Indian Housing Authority (SIHA), A Tribal Designated Housing Entity (TDHE)
Open: April 21, 2026
Closed: May 5, 2026

Position Summary
The Homeownership Assistance Program and Finance Assistant provide administrative, programmatic, and financial support for the Spokane Indian Housing Authority's Homeownership Assistance Programs. This position supports the daily operations of programs funded through the Native American Housing Assistance and Self-Determination Act (NAHASDA), HUD Indian Housing Block Grant (IHBG), and other housing funding sources.

The Homeownership Assistance Program and Finance Assistant serves as the primary point of contact for applicants and participants in SIHA homeownership programs, including down payment assistance, mortgage readiness, manufactured home purchase assistance, residential sitework, and home improvement loan programs. The position is responsible for applicant intake, responding to inquiries, maintaining program files, processing payments and required documentation, coordinating communication with applicants and community partners, and assisting the Homeownership Assistance Program Manager in maintaining accurate records and ensuring compliance with HUD, NAHASDA, and other applicable program requirements.

In addition to program support duties, this position performs accounting and related clerical support functions for the Housing Authority. Responsibilities include maintaining thorough and

accurate financial records and documentation in accordance with established policies, procedures, and accepted accounting practices; reconciling invoices to statements; verifying source documents such as invoices, receipts, and system-generated reports; allocating and posting financial transaction details to subsidiary records; transferring financial data to the general ledger; reconciling and balancing accounts; maintaining internal control systems; assisting with budget preparation; and supporting audit activities.

The position also performs Accounts Receivable functions, including preparing and recording invoices for contracts, grants, and projects, and recording receivable activity for invoices and payments. Additional duties include preparing journal entries, daily statements of operations, trial balances, tenant ledger records, and revenue and expense reports. The Homeownership Assistance Program and Finance Assistant also assist with budget-related activities by working with managers on budget revisions, correcting errors, and supporting project managers in budget development, modifications, account classification, and related journal entries.

Essential Duties and Responsibilities

Program Intake and Applicant Assistance

- Serve as the first point of contact for individuals seeking information about SIHA homeownership programs.
- Assist applicants with completing program applications and required documentation.
- Conduct intake of applications and supporting materials for homeownership programs.
- Provide general information about program eligibility, application procedures, and program requirements.
- Respond to frequently asked questions regarding down payment assistance, mortgage programs, manufactured home purchases, sitework assistance, and home improvement loan programs.
- Assists with applicant waiting lists and track application status.

Administrative Support

- Provide administrative support to the Homeownership Assistance Program Manager and related housing programs.
- Maintain organized program files and documentation in accordance with SIHA policies and HUD compliance standards.
- Prepare applicant files for eligibility review and program processing.
- Assist with scheduling appointments, meetings, and program orientations.
- Prepare correspondence, letters, and program notices for applicants and participants.
- Maintain accurate electronic and physical records of program participants.

Payment Processing and Financial Record Support

- Assist with recording and tracking program payments, loan payments, and other financial transactions related to homeownership programs.
- Enter payments into program tracking systems or financial databases as directed.
- Maintain payment records and assist in monitoring loan repayment schedules.
- Coordinate with the finance department to ensure proper documentation of payments and financial records.
- Maintains records and documentation thoroughly and accurately, and in accordance with

policies and procedures, as well as accepted accounting practices.
- Basic Data Entry
- Reconcile invoices to statements.
- Check and verify source documents such as invoices, receipts, and computer printouts.
- Performs assigned accounting and related clerical support functions for the Housing Authority including completing journal entries, preparing daily statements of operations, preparing trial balances of ledgers, and maintaining tenant ledger records as applicable to homeownership assistance programs.
- Performs Accounts Receivable support functions, including preparing and recording invoices for contracts, grants, and projects; and recording Accounts Receivable clearing for invoices and payments as assigned.
- Prepare revenue and expense reports.

Applicant Communication and Program Coordination

- Communicate with applicants regarding application status, documentation requirements, and program updates.
- Assist with coordinating communication between applicants, lenders, contractors, and program staff.
- Support outreach efforts by distributing informational materials and assisting with program workshops or orientations.
- Maintain professional and confidential communication with program participants.

Compliance and Documentation

- Ensure applicant files contain required documentation to meet NAHASDA and HUD program requirements.
- Assist with maintaining program documentation needed for audits, monitoring reviews, and reporting requirements.
- Support the preparation of program records for inclusion in HUD reporting, including the Indian Housing Plan (IHP) and Annual Performance Report (APR).
- Follow established SIHA procedures for record retention and confidentiality.

Program Support

- Assist the Homeownership Assistance Program Manager with tracking program participation and performance metrics.
- Help prepare materials for homebuyer education workshops or informational sessions.
- Support manufactured home sales coordination and sitework program documentation.

Other Duties

- Participate in training related to NAHASDA, HUD housing programs, and tribal housing administration.
- Provide general administrative assistance to the housing department as needed.
- Perform other duties as assigned by the Homeownership Assistance Program Manager.

Required Qualifications

Education

- High school diploma or GED required.

- Associate's degree in business administration, Office Administration, Public Administration, or related field preferred.

Experience

- Minimum of one (1) year of administrative or office support experience. Prefer 2 years of administrative or office support experience.
- Experience working in housing programs, lending, tribal government, or community programs preferred.

Knowledge, Skills, and Abilities

- Ability to provide professional customer service to program applicants and community members.
- Strong organizational and recordkeeping skills.
- Ability to maintain accurate and confidential records.
- Basic understanding of housing assistance programs or willingness to learn.
- Strong written and verbal communication skills.
- Ability to work with diverse populations and maintain professionalism.
- Proficiency in Microsoft Office, spreadsheets, and office software systems.
- Ability to manage multiple tasks and deadlines in a structured program environment.

Work Environment

Work is performed primarily in an office environment at the Spokane Indian Housing Authority. The position requires regular interaction with program applicants, staff, and community members.

Additional Requirements

- Must possess a valid driver's license and be tribally insurable.
- Must pass background and drug screening in accordance with SIHA policies.
- Ability to maintain confidentiality of applicants and program information.

Indian Preference

Indian preference will be applied in accordance with the Spokane Tribe's policies and applicable federal laws.

Application Requirements: • A complete Spokane Indian Housing Authority Application.

Application Requirements:

• A complete Spokane Indian Housing Authority Application.
• Letter of interest and resume of applicable experience.
• Three (3) professional references (employers or supervisors you have worked for).

TO APPLY CONTACT:

Applications are available at the Spokane Indian Housing Authority:

6403 Sherwood Addition Rd, Wellpinit, WA 99040
Contact: Adam Schooley
Phone: (509) 818-1460
E-mail: aschooley@spokaneiha.com